

# SAMA ABDELHAMID

Accountant

[Sama Awad](#)



+974 5557 4174



sama4awad@gmail.com



Qatar



## SUMMARY

I excel at managing and completing tasks accurately and efficiently, even in fast-paced environments with multiple, conflicting deadlines. I demonstrate strong organizational abilities, attention to detail, and the capability to prioritize effectively to ensure timely and high-quality outcomes in challenging situations.

## EDUCATION

### Ain shams University

Master's degree in Financial Management, Egypt  
2021 - present

### Ain shams University

Bachelor in Management, Egypt  
2017 - 2021

### Kean University

Bachelor of Science: General Management &  
Business, USA  
2020- 2021

### Ocean County College

Associate of Science: Business Administration, USA  
2017 - 2020

## COURSES

- Auditing I: Conceptual Foundations of Auditing, University of Illinois at Urbana-Champaign, Coursera, July 2024
- Auditing II: The Practice of Auditing, University of Illinois at Urbana-Champaign, Coursera, July 2024
- Delivering Quality Work with Agility, Coursera, IBM, July 2024
- Build Your Creative Capacity as a Leader, Linked-in Learning, PMI, Jan. 2023
- Prevent Toxic Work Culture as a Manager, Linked-in Learning, Jan. 2023
- Business Math, Linked-in Learning, PMI, NASBA, Jan. 2023
- Learning how to increase learner engagement, Linked-in Learning, Jan. 2023
- Office 365: Access Essential Training, Udemy, Apr. 2020
- Data Analyst, Udacity, Jul. 2018

## PROFESSIONAL EXPERIENCE

### Accountant

Qatar International First for Electro-Mechanical | 2023 - Present |  
Doha, Qatar

- Record and Monitor:
  - Bank Payments Voucher
  - Letter of Credit
  - Letter of Grantee
  - Expenses Vouchers
  - Credit card payments
  - Bank reconciliation
  - Custom Duty
  - Pre-paid Payments

## VOLUNTEERING

- Audit Assistant
  - EcoVis Qatar | Qatar | Jan, 2020 - Feb 2020
- Subtitler (English to Arabic)
  - VIKI | Online | Dec. 2020 - Present
- Media Operator
  - AFC Cup 2023 | Qatar | Jan. 2024 - Feb 2024
- Fan Support
  - FIFA Arab Cup 2021 | Qatar | Nov. 2021 - Dec. 2021
- Head HR
  - You Can Team | Egypt | Dec. 2018 - Jun. 2020
- Private English Teach
  - Private Tutor | Egypt | Sep. 2017 - Dec. 2021

## SKILLS

- Leadership
- Office 365
- Communication
- Teamwork
- Presentation skills
- Problem-solving
- Data Analyst

## LANGUAGES

- Arabic | Native speaker
- English | IELTS 6.5